To

[The Recipient Name]  
[Designation]  
[Company Name]  
[City, STATE, Zip]  
[Contact]  
[Website]

RE: Requesting work from home

Dear Mr. Bond,

I am Madrid John and working on the post of XYZ in your company. The penning down of writing this letter is to seek your permission to work from home. As there are running certain issues in my family and because of this I cannot give full concentration on my work in-office hours. My mind remains stuck in the issues and this thing is causing great trouble for me. I want this matter to be resolved and it is impossible to sort it out while being present in the office. The matter needs a detailed discussion on it.

I hope that you will understand my situation well and will grant me permission for working from home for a few days. I assure you that the work would not be left undone at all. Thanking in advance for considering this request.

Regards,   
Madrid John